

Re: Annual Compliance Reports (ACC) and Semi-annual (SA) reports:

In an effort to further standardize and streamline our internal report receiving process we request that you comply with the following procedures:

As of the receipt of this notification (11-18-2011), facilities upon submitting ACC's and Semi-annual reports shall continue to submit a certified hard copy of the reports. In addition, the facility shall submit (attached to the hard copy) a CD to include a "pdf copy" of the hard copy report being submitted, along with a copy of the report in word format. The CD pdf copy shall be one document containing the submittal form, cover letter, certification form, the ACC/SA and the deviation summary. Please do not attach separate pdf copies of the separate documents that compile the one report. The word format copy shall only consist of the ACC and deviation summary.

Thank you for your cooperation and if you have any questions, please call the Reports Group at 505 476-4300 or email [submittals.aqb@state.nm.us](mailto:submittals.aqb@state.nm.us).